

# Microsoft 365 for End User & Power User (4 Hours)

Code: M365-101

## About this course

This foundational Microsoft 365 training prepares learners to maximize their efficiency and effectiveness with the suite of tools Microsoft provides in Microsoft 365, including SharePoint, OneDrive, Outlook, and Teams. At the end of this course, students will be able to effectively navigate Microsoft 365 and make use of the features of Microsoft 365.

Product:	Microsoft (Office) 365
Prerequisites:	Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):	End Users/Site Owners with fundamental Microsoft Office or Microsoft Outlook proficiency
Language:	Speaker Thai / Presentation English & Thai
Time:	8:00-12:00 or 13:00-17:00 (4 hours)

Module
 <b>Module 1: Introduction to Microsoft 365</b> <b>Lessons:</b> <ul style="list-style-type: none"><li>▪ Microsoft 365 Overview</li><li>▪ Accessing Microsoft365</li><li>▪ </li></ul>
 <b>Module 2: Using Microsoft Outlook</b> <b>Lessons:</b> <ul style="list-style-type: none"><li>▪ Overview of Microsoft Outlook</li><li>▪ Working with Email and Folders</li><li>▪ Outlook People and IM Contacts</li><li>▪ Using the Calendar</li><li>▪ Shared Calendars</li><li>▪ Outlook Tasks</li><li>▪ Setting Outlook options, Signatures, Automatic</li></ul>



## Module 3: Using Microsoft Teams

### Lessons:

- Overview of Teams
- Teams Features
- Teams group
- File library and File tab
- Share File and work with file together
- Chat in team and search people and file
- Sharing – Presentations, Content/Screen



## Module 4: Using SharePoint Online & OneDrive

### Lessons:

- SharePoint Overview
- OneDrive Overview
- Create, view, and edit files
- Document Version, Check-in, Check-out
- Editing document properties
- Deleting a document
- Recovering a document
- Document search
- Manage security and Sharing